KERALA

Administration: The State Archives Department emerged as an independent department in the year 1962 with the main object of collection and scientific preservation of records of enduring value for the sake of posterity. It has now completed thirteen years of its existence. The department has its headquarters (Directorate) at Fort, Trivandrum. The Director of Archives is the Head of the Department and the Special Secretary to the Government, Higher Education, functions as the ex-officio Director of Archives in the absence of a full-time Director. There is a full-time Assistant Director as the immediate Head of the Office. The following are the three Regional Offices under the department: (1) The Central Archives, Trivandrum, (2) The Regional Archives, Ernakulam; and (3) The Regional Archives, Kozhikode. No change in the administrative set-up took place during the year but there was a change of the head of the department. Shri P.K. Umashanker, I.A.S., relinquished charges as Director of Archives on 30 July, 1975 and Dr. V. Venkitanarayanan assumed charge.

A proposal is with the Government for the creation of certain posts of Archivists with a view to appraise the records in various Government Offices, which this department has to procure, on a sound footing. A proposal is also pending with Government for the reorganisation of the Department.

Budget: For 1975-76, a sum of Rs.3,92,000.00 was spent out of a budget provision of Rs.3,32,400.00 on the non-plan side. On the plan side Rs.38,194.05 was spent out of a budget provision of Rs.1,20,000.00. A sum of Rs.50,000.00 was earmarked for construction of modern Archives building at Trivandrum. The amount was not utilized as the scheme was not taken up. For

1976-77 there is a provision of Rs.4,70,900.00 on the non-plan side and Rs.1,02,000.00 on the plan side.

Building: The Directorate, Central Archives, Trivandrum and Regional Archives, Ernakulam are housed in the Department's own buildings. Regional Archives, Kozhikode is housed temporarily in a vacant college building belonging to the Department of Collegiate Education, Government of Kerala. A proposal for construction of a modern archival building at Trivandrum is under active consideration of the Government.

Record Management: Files of the Judicial Court pertaining to the years 1964, 1969 and 1971, 500 volumes of Judgments and Inventory of Records of the East India Company kept in the District Court (Calicut), 72,735 Cadjan records and 1,74,750 non-current files of the Government Secretariat were examined. The percentage of papers marked for retention and weeding were not calculated. No retention schedule was followed while reviewing the papers.

Research and Reference: 10 research scholars availed themselves of the research facilities and 148 records were requisitioned by the Government agencies.

Reference Media: Persian and Arabic records kept in the Regional Archives, Ernakulam and important records of the Central Archives were listed.

Publication Programme: 'Archives Newsletter' - a quarterly publication was issued regularly and a booklet entitled 'An Introduction to Kerala State Archives', published during the year under report. A programme for preparation of a Manual was in progress.

Preservation of Records: 5,162 documents were repaired with chiffon.

Photo-Duplication: The State Archives has no microfilming unit of its own.

Library: 107 books were acquired and library was being replenished regularly with new additions.

Other Important Activities: (i) To arouse awareness among the among the lay public about the importance of archives, the Department continued to release to the press materials of historical interest to the common man and this has considerably helped in stimulating archives consciousness in the public mind. With the same aim in view, the department participated in the Cultural Exhibition organised in connection with the Golden Jubilee Celebration of the St. Teresa's College, Ernakulam in October 1975.

(ii) An Assistant Archivist Grade II of the Department was deputed for training for 15 days at the Tamil Nadu Archives.